CAREER OPPORTUNITY

APOLLO
HOLDINGS PVT. LTD.

Ref: HR-RA/2026/026

HR & PAYROLL OFFICER

We are looking for a dynamic, motivated, disciplined, and self-reliant individual to join our team. If you believe you have the requisite education, experience and an out-going personality apply now.

Work Location: Apollo Head Office, Male'

Preferred Gender: Female **No. of posts:** 1

Responsibilities

- Assist in maintaining employee files and personnel records
- Assist in managing attendance e records
- Assist in preparing payroll
- Assist in managing employee leave
- Assist in managing expat system records
- Assist in managing employee travel arrangements

Experience and Qualifications*

- Minimum 2-3 years of experience in a similar role performing the above tasks
- A professional qualification in HR (diploma or degree is preferred)

Skills

- Proficiency in spoken and written Dhivehi and English.
- Excellent knowledge of MS Office suite including MS Windows.
- Excellent interpersonal skills and good communication skills.
- Knowledge of office management systems and procedures.
- Detail-oriented individual who can work independently with minimum supervision

Perks

- Salary: negotiable based on qualification and experience

* Only shortlisted candidates will be called for an interview. Preference will be given to candidates having more experience and higher educational/vocational qualifications.

APPLY NOW

If you believe you are a fit send your credentials to careers@apolloholdings.com.mv or drop hard copy to (please quote the advert reference above in your application)

Apollo Holdings Pvt. Ltd.

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